

FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING and PUBLIC HEARING
Tuesday, November 19, 2019 @ 4:00 pm

PUBLIC HEARING

I. CALL TO ORDER

II. The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 19th of November 2019 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 4:02 p.m. Also, present was Commissioner Tom McDaniel, District Clerk Paula Lavoie and Superintendent Monico Mackinnon.

- A. Review of 2019 Amended Budget. Approved
- B. Resolution 2019-04 Adopting the Amended 2018 Budget. Signed
- C. Review of 2020 Budget. Approved
- D. Resolution 2019-05 Adopting the 2020 Budget. Signed

All Budgets were presented and approved by motion, with Stephens moving and McDaniel seconding.

III. CONCLUDED

Stephens moved, seconded by McDaniel moved to conclude the meeting. The motion passed unanimously. The meeting adjourned at 4:17p.m.

REGULAR MEETING

IV. CALL TO ORDER

V. The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 19th of November 2019 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 4:18p.m. Also, present was Commissioner Tom McDaniel, District Clerk Paula Lavoie and Superintendent Monico Mackinnon.

A. Personal Appearances

None.

B. Approval of Minutes

Minutes from the meeting 10/24/19 were presented and approved by motion, with Stephens moving and McDaniel seconding.

Approval of Vouchers and Payroll

Using the SJC Trial Balance Detail Report dated 11/19/19, Mackinnon compared and verified general operations voucher for account 6641 totals dated 11/11/19, 11/11/19 DOR, and 11/19/19 and account 6642 dated 11/11/19 against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 10/30/19, 11/8/19, and 11/15/19, against deposits shown. Mackinnon reviewed the expense vouchers presented for payment and confirmed that all vouchers were supported by adequate documentation and all totals are reconciled to the SJC Trial Balance Detail Report.

McDaniel moving and Stephens, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$6,982.98 (11/11/19), \$740.88 (11/11/19) and \$1,536.99(11/19/19). from account 6641 and account 6642 \$5,596.50 (11/11/19). Stephens moving and McDaniel seconding to approve payroll in the amount of \$7,191.45 for the pay period 10/12/19 to 10/25/19, and \$8,038.19 for the pay period 10/26/19 to 11/08/19. The motions passed unanimously.

C. Correspondence – None.

D. Superintendent's Report

Mackinnon reported the following:
See Attached:

E. District Operations Technician's Report

Ahneman reported the following:
See Attached:

Clerk's Report

Lavoie reported the following
See Attached:

VI. UNFINISHED BUSINESS

A. Discuss the flows & I & I at plant. Discussed.

B. Update on the Influent Flume Replacement and DOE Application. Discussed with Superintendent Report

C. Update on the Lopez School District Participation Agreement. Table.

D. Lopez Landing - Developer Extension Agreement. Discussed with Superintendent Report

VII. NEW BUSINESS

E. Monthly Budget Q & A - Discussed

F. Miscellaneous Items

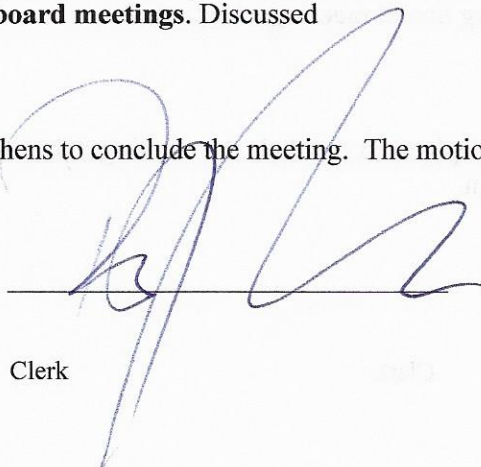
1. Discuss Weeks Point Way – Wayne Haeefe's Proposal. Discussed
2. **Status of the customer's sewer system repairs or replacements.** In Superintendent Report
3. **Discussion of On-Call Compensation.** Table.
4. **Status of the Records Retention Project.** Purchase additional scanner.
5. **Discuss FLIP's request to become a contract customer.** Mackinnon to calculate ERUs.
6. **Discuss plant part time Tech position.** Need job description.
7. **Go over dates for upcoming board meetings.** Discussed

VIII. MEETING CONCLUDED

McDaniel moved, seconded by Stephens to conclude the meeting. The motion passed unanimously.
The meeting adjourned at 5:52p.m



Commissioner



Clerk

Superintendent Report

November 2019

Call Outs: Had a call out at the Galley that was resolved with rooting and pumping.

New installs: There were no new installs.

Upgrades: There were four new tanks installed this last month at the BayCo Building.

Other: I had a meeting (after several emails) with one of San Juan County's Stormwater Engineering Technicians to discuss relocating all the utilities along Eads Lane (where the Farmers Market is) as they are putting in a Bioswale. It would be extremely difficult (as was the consensus among the other utilities as well) but they received a large grant to do this and they are trying. She also mentioned that they will be doing the same along Weeks Point Way. She said that the county will be doing a significant amount of Archeology along there and working together might be beneficial to both of us. I will be meeting with her again to discuss further details. I am holding off on progressing on Archeology until I know more about where we might be able to reduce our burden on it.

We are still working on planning for the Galley change of ownership. I will be meeting with the new (potential) owner and the contractor tomorrow to discuss their needs so that I can ensure a proper system is installed.

I am almost finished reviewing the documents for Lopez Landing. I have found many issues and will continue to ensure that things are done in a manner conducive to us continuing to provide the best service possible.

I am working on developing a budget and outline of the Weeks Point Way project, the flume replacement, the fence project, a valve replacement program, and planning for our upgrade of the treatment plant. I have not made much progress in the last few weeks though as we have had some very large projects to oversee and plans still in flux.

Wayne is completing the final changes from Stephanie to our flume submittal. It seems as if we are closing in on the final submission soon.

DISTRICT TECHNICIAN

NOVEMBER 2019

Full Maintenance: Full Maintenance performed to Kaye Lowry 103 Estenson, Peter Stamats 104 Estenson, Lopez Forum, Annie Albritton, IMC dock tank, Village center bldg.

New installs: finish install @ Bay Co. Go over start date for Galley with Bill Kimm and Jeff.

Upgrades: No Upgrades

Pumping: Decommission pumping at Homestead Bldg.

Alarm calls: Alarm call to IMC dock tank, adjusted float and spoke with Tim. Alarm call Galley get Jason to pump.

Other: This month was wrapping up our big plant projects and getting everything set back up to do maintenance, send out letters and reminders for replacement.

We have spent a decent amount of time getting a few customers reminders of replacements. We still have a couple customers that are not responding. Luke has been working with our lawyer on this topic.

I would like to thank the board for my recent raise. It truly helps and makes me feel appreciated.

DISTRICT CLERK'S REPORT –HIGHLIGHTS OF THE MONTH OF NOVEMBER 2019

- Customer interactions:
 - 1) Anna Alberty (2398 Fisherman Bay Rd) regarding new septic system required
 - 2) Charles Kohring (32 Tuatara Rd) regarding residential billing past due.
 - 3) Francine Shaw (re. Willis property on Normandy Ln) intend to move forward on a 13-unit project. I sent them a new hook up package
 - 4) Gilbert Orchard (196 Weeks Point Way) regarding payment on account.
 - 5) Galley Restaurant (3365 Fisherman Bay Rd) closing date on sale of the property is estimated to be 12/15/19.
 - 6) Bill Diller (Islander Resort) records request from lawyer Robert Bulloch.
 - 7) Brian Westlund (26 Weeks Point Way) records request on maintenance on sewer.

- Completed all billings, customer payments, deposits, claims, payroll duties including quarter tax reports and monthly DOR reports.
- Complete the 2020 Budget and Revised 2019 Budget.
- Tom, Zac and I are continuing work on the billing process. We are billing directly from our new billing spreadsheets with test to ensure accuracy.
- Preliminary work for the Record Retention system that we will start utilizing in 2019 has been done. We continue to get the prior information scanned and into eFile Cabinet.
- My treatment plan has changed from chemotherapy to radiation. I will most likely be working outside of the office for three to four weeks.

Fisherman Bay Sewer District

P. O. Box 86
Lopez Island, WA 98261
(360) 468-2131

BOARD OF COMMISSIONERS
Tuesday, November 19, 2019 @ 4:00 p.m.
MEETING ROOM AT THE OLD FISH BAY LUMBER BUILDING
295 VILLAGE ROAD
LOPEZ ISLAND, WA 98261

PUBLIC HEARING AGENDA

I. CALL TO ORDER

II. AGENDA ITEMS

- A. Review of 2019 Amended Budget
- B. Resolution 2019-04 Adopting the Amended 2019 Budget
- C. Review of 2020 Budget
- D. Resolution 2019-05 Adopting the 2020 Budget

III. CONCLUDED

REGULAR MEETING AGENDA

I. CALL TO ORDER

II. REGULAR BUSINESS

- A. Personal Appearances*
- B. Approval of Minutes
- C. Approval of Vouchers and Payroll
- D. Review of Correspondence
- E. Superintendent's Report
- F. District Operations Technician's Report
- G. Clerk's Report

III. UNFINISHED BUSINESS

- A. Discuss the flows & I & I at plant.
- B. Update on the Influent Flume Replacement.
- C. DOE Application update.
- D. Update on the Lopez School District Participation Agreement.
- E. Lopez Landing - Developer Extension Agreement.
- F. Public Records Request.

IV. NEW BUSINESS

- E. Monthly Budget Q & A
Miscellaneous Items:
 - 1. Discuss Weeks Point Way – Wayne Haefele's Proposal
 - 2. Status of the customer's sewer system repairs or replacements.
 - 3. Discussion of On-Call Compensation,
 - 4. Update on the Records Retention Project.
 - 5. Discuss FLIP's request to become a contract customer.
 - 6. Discuss FBSD Comprehensive Plan,
 - 7. Discuss Plant part time Tech position,
 - 8. Discuss Grant application strategy,
 - 9. Calendar – Go over dates for upcoming board meetings.

V. CONCLUDED

*Personal appearances will be limited to 5 minutes. Thank you.